

कार्यालय मुख्य निर्वाचन अधिकारी, राजस्थान
शासन सचिवालय, जयपुर।

क्रमांक: एफ.8(2)(1)/निर्वा/2023/ 2187

जयपुर, दिनांक: 10-6-2023

प्रेषक : मुख्य निर्वाचन अधिकारी
राजस्थान, जयपुर।

प्रेषिति 1 महानिदेशक पुलिस,
राजस्थान।

2 प्रमुख शासन सचिव,
गृह विभाग, राजस्थान, जयपुर।

विषय: Appointment of State Police Nodal Officer (SPNO) – role and responsibilities –
regarding.

प्रसंग: भारत निर्वाचन आयोग, नई दिल्ली का पत्र क्रमांक No. 464/L&O/2023/EPS दिनांक
07.06.2023

महोदय,

उपरोक्त विषयान्तर्गत भारत निर्वाचन आयोग, नई दिल्ली ने अपने प्रासंगिक पत्र दिनांक 07 जून, 2023 (प्रति संलग्न) के द्वारा निर्देश दिए हैं कि भारत का चुनाव आयोग चुनाव को अनुकूल बनाने का प्रयास करता है। चुनाव के लिए ऐसा वातावरण जो स्वतंत्र, निष्पक्ष और नैतिक हो। मतदान के दिन (दिनों) से बहुत पहले कानून और व्यवस्था के लिए अतिरिक्त और बड़े हुए उपायों के अलावा, गृह मंत्रालय, भारत सरकार द्वारा तैनात राज्य/केन्द्रशासित प्रदेश पुलिस बलों और केन्द्रीय सशस्त्र अर्धसैनिक बलों से सुरक्षा कर्मियों की तैनादगी की सामग्री रही है। एक सक्षम और अनुभवी वरिष्ठ पुलिस अधिकारी को राज्य पुलिस नोडल अधिकारी (एसपीएनओ) के रूप में नामित करने की मांग करती है, जो मुख्य निर्वाचन अधिकारी के साथ समग्र समन्वय के तहत तैयार कर सकता है और मतदाताओं, मतदान कर्मियों, चुनाव सामग्री, मतदान केन्द्रों, मतगणना केन्द्रों और आयोग द्वारा निर्देशित अन्य ऐसे स्थानों को पर्याप्त सुरक्षा प्रदान करने के लिए कानून और व्यवस्था राज्य तैनाती योजना पर विस्तृत योजना निष्पादित करें।

उपरोक्त के मददेनजर और भारत निर्वाचन आयोग द्वारा संदर्भित समस्त पिछले दिशा-निर्देशों के अधिकमण में, एक विस्तृत समेकित निर्देश जारी किए हैं, जिसके मुख्य-मुख्य बिन्दु निम्नानुसार हैं :-

- 1- Appointment of SPNO.
- 2- Role and Responsibilities of State Police Nodal Officer.
- 3- Appointment of State CAPF Coordinator.
- 4- Appointment of Nodal Officer (Election Expenditure) for state Police.
- 5- Exception to seniority.

अतः भारत निर्वाचन आयोग के प्रासंगिक पत्र दिनांक 07 जून, 2023 की छायाप्रति संलग्न कर अनुरोध है कि आगामी विधानसभा आम चुनाव/लोकसभा आम चुनाव/उप चुनावों में आयोग के उक्त विस्तृत दिशा-निर्देशों को संबंधित अधिकारियों के ध्यान में लाया जाकर कड़ाई से पालना सुनिश्चित कराया जावे।

संलग्न :- उपरोक्तानुसार

भवदीय,

(प्रवीण गुप्ता)

मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

कमाक:एफ 8(2)(1)/निर्वा/2023/ 2187

जयपुर, दिनांक: 10-6-2023

प्रतिलिपि निम्न को आयोग के पत्र दिनांक 07.06.2023 की छाया प्रति सहित सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है-

1. निजी सचिव, मुख्य निर्वाचन अधिकारी, राजस्थान।
2. निजी सचिव, अतिरिक्त मुख्य निर्वाचन अधिकारी, राजस्थान।
3. अतिरिक्त महानिदेशक पुलिस, कानून एवं व्यवस्था, राजस्थान, जयपुर।
4. महानिरीक्षक पुलिस (रैंज), जयपुर।
5. महानिरीक्षक पुलिस, आर्म्ड बटालियन्स, राजस्थान, जयपुर।
6. समस्त जिला निर्वाचन अधिकारी (कलक्टर) राजस्थान।
7. समस्त पुलिस आयुक्त, जयपुर एवं जोधपुर।
8. समस्त जिला पुलिस अधीक्षक, राजस्थान।
9. समस्त अधिकारीगण, निर्वाचन विभाग, राजस्थान।
10. उप विधि परामर्शी, निर्वाचन विभाग, राजस्थान।
11. वरिष्ठ लेखाधिकारी, (EEM) निर्वाचन विभाग, राजस्थान।



अतिरिक्त मुख्य निर्वाचन अधिकारी,
राजस्थान, जयपुर।

भारत निर्वाचन आयोग

ELECTION COMMISSION OF INDIA

Tel. No. 011-23052246

Fax 011-23052001

Website: www.eci.gov.in

No.464/L&O/2023/EPS

निर्वाचन सदन

अशोक रोड, नई दिल्ली-110001

Nirvachan Sadan

Ashoka Road, New Delhi-110001

Dated: 07th June, 2023

To,

1. The Secretary, Ministry of Home Affairs,
North Block, New Delhi-110001
2. The Chief Secretaries of
all States and Union Territories
3. The Chief Electoral Officers of
all States and Union Territories

Subject: Appointment of State Police Nodal Officer (SPNO) -roles and responsibilities- reg.

Reference:

- (i) 464/L&O/2021-EPS dated 08.02.2021
- (ii) 464/L&O/2021-EPS dated 27.02.2021
- (iii) 464/INST/2021/EPS dated 03.03.2021

Madam/Sir,

The Election Commission of India endeavors to create a conducive environment for elections which is free, fair and ethical. Some of the key ingredients has been the deployment of security personnel from State/UTs police forces and the Central Armed Paramilitary Forces deployed by Ministry of Home Affairs, Government of India, apart from additional and enhanced measures for law and order much prior to the poll day(s).

This requirement calls for designating a competent and experienced senior police officer as **State Police Nodal Officer (SPNO)** who can, under overall coordination with Chief Electoral Officer, prepare and

execute detailed plan on law and order and State Deployment Plan to provide adequate and sufficient security to voters, polling personnel, election materials, polling stations, counting centers and other such locations as directed by the Commission.

In the context as above, the Commission, in supersession of the instructions referred to above, directs as follows:

I. Appointment of SPNO:

On the basis of request initiated by the Chief Electoral Officer to the Chief Secretary/Home Secretary of the State/UT, the Chief Secretary/Home Secretary shall provide a panel of minimum three experienced and competent police officers, working in the State Police Headquarters, within 15 days of such request to the Chief Electoral Officer. Panel shall be accompanied by vigilance clearance and executive record sheet of the police officers. Chief Electoral Officer shall promptly seek the Commission's concurrence on selection of the police officer for designating as State Police Nodal Officer. Upon receipt of the Commission's decision on the panel, the Chief Secretary/Home Secretary shall cause to designate such police officer as State Police Nodal Officer (SPNO), in addition to his original work, for three years tenure which is further extendable for another three years after the concurrence of the Commission.

The State/UT Government shall follow following guidelines for preparing and sending panel of police officers:

- (i) Police officers who are in the rank of Inspector General of Police and above.
- (ii) She/he shall have prior experience of elections in any capacity (including Police Observer) in her/his career.
- (iii) She/he should not have been barred by ECI from deployment on election duty.
- (iv) She/he should not have been transferred on basis of dereliction

of election duty in past.

It shall be ensured that a police officer is designated as SPNO, through the process as above, all the time for election and non-election period to perform duties as directed.

II. Role and Responsibilities of State Police Nodal Officer:

State Police Nodal Officer shall *inter alia* perform following duties/ tasks in close coordination with the Chief Electoral Officer:

- (i) Preparation of State (or UT) Force Deployment Plan and its approval by Committee consisting of Chief Electoral Officer, State Police Nodal Officer and State CAPF Nodal Officer and finally vetted/ modified by the General and Police Observers appointed by the Commission (*Detailed procedure can be referred to in the Manual on Force Deployment*).
- (ii) Prepare multilateral augmentation plan of taking police force/ home guards etc. from the neighboring State/UTs, on mutually acceptable terms, for any deficiency in the State Police Force due to large scale retirements and/or lack of fresh inductions.
- (iii) Review and assessment of detailed daily Law & Order situation in the State and ensuring that timely measures are taken in this regard, considering the specific law and order concerns of the State/ UT in the context of elections.
- (iv) Coordination with all District SP/ Commissioner of Police on election related issues.
- (v) Preparation of training materials and training of all police personnel.
- (vi) Taking specific measures for law and order prescribed by the Commission *inter alia* as follows:
 - a. Monitoring of past electoral offences
 - b. Preventive actions and measures
 - c. Vulnerability mapping and corrective measures to prevent

intimidation, influence etc.

- d. Execution of non-bailable warrants from competent courts in time bound manner.
 - e. Special drives for illegal arms, illicit liquor, and contraband
 - f. Check on illegal transportation and storage of cash and other inducements
 - g. Any other additional and enhanced measures to maintain and improve law and order.
 - h. Prepare and provide consolidated reports for the State/UT, in LOR-I and LOR-II formats prescribed by the Commission, to the CEO for review and onward submission to the Commission, from announcement of elections till completion of elections.
- (vii) Assessment of requirement of CAPF from the Government of India and convey the requirement to the Chief Electoral Officer with proper justification. Preparation of induction/ de-induction plan of CAPF in consultation with State Level Force Coordinator of Ministry of Home Affairs. Make a detailed plan for accommodation, transport, food/ ration and security of CAPF, while on move or on static duty.
- (viii) Preparation of phase-wise movement plan of forces and its monitoring.
- (ix) To make contingency plan for rescue, evacuation, hospitalization, air transportation, water transportation etc. by coordinating with different Departments / Agencies.
- (x) Creating a database of Helipads/Airfields and creating mechanism for inbound/ outbound frisking.
- (xi) Close coordination with bordering States for inter-State border sealing, joint operation etc.
- (xii) Preparation of communication plan by augmenting police wireless system for communication shadow zones.

- (xiii) Preparing security plan for dispatch centers, receiving centers, training centers, strong rooms, warehouses etc.
- (xiv) Preparing special security plans for LWE area or insurgency prone areas or areas with international borders, as applicable.
- (xv) Close coordination with police observers
- (xvi) Any other action or activity required, as provided in relevant Manual on Force Deployment etc., for free, fair and peaceful conduct of election under close coordination with Chief Electoral Officer.

III. Appointment of State CAPF Coordinator:

Home Department of State/UT shall also designate a police officer, in the rank of Inspector General of Police or above, as **State CAPF Nodal Officer** to assist State Police Nodal Officer. Concurrence or approval of the Commission is not required for this.

State CAPF Nodal Officer shall assist SPNO in management, induction and de-induction of CAPF deployed by Ministry of Home Affairs, Government of India. She/he shall work in close coordination with State Level Force Coordinator designated by the Ministry of Home Affairs.

IV. Appointment of Nodal Officer (Election Expenditure) for State Police:

Home Department of the State/UT may designate a police officer, in the rank of Inspector General of Police or above, as Nodal Officer (Election Expenditure) for State Police to assist SPNO. Nodal Officer (Election Expenditure) can assist SPNO in matter related to seizure of cash, liquor, contrabands and other inducements where State Police is mandated to take actions as per the directives of the Commission. Nodal Officer (Election Expenditure) for State Police can work in tandem and coordination, under overall guidance of SPNO, with Nodal Officers of other Enforcement Agencies like Income Tax Department, Central

GST Department, State Excise Department, Narcotics Control Bureau, Enforcement Directorate, Railway Protection Force, Central Industrial Security Force, Border Security Force etc.

However, such arrangement is optional and State/UT may choose to designate SPNO as Nodal Officer (Election Expenditure) for State Police. Concurrence or approval of the Commission is not required for designating a police office as Nodal Officer (Election Expenditure) for State Police.

V. Exception to seniority:

Exception to the requirement of seniority of Inspector General of Police and above can be made for smaller States/ UTs in case sufficient number of such police officers are not available in the State/UT to form panel. In such cases, Chief Electoral Officer can send the proposal, based on request received from State/UT, to the Commission for decision. However, seniority of SPNO or his assisting police officers, as above, cant be less than Deputy Inspector General of Police under any circumstances.

The aforesaid instructions shall be brought to the notice of all concerned for compliance during General Elections to Lok Sabha, State Legislative Assembly and all Bye elections.

Yours faithfully,



(AJAY KUMAR VERMA)
SECRETARY